

## CHECKLIST & PROJECT TIMELINE

# PLANNING FOR REUSE AND RECYCLING OF SURPLUS SCHOOL FURNITURE, FIXTURES, & EQUIPMENT (FF&E)


School renovations or demolitions often result in thousands of unwanted desks, tables, chairs, cabinets, shelves, stools, and other furniture items ending up in our landfills or incinerators. This is largely due to tight project turnaround times and a misconception that disposal is the fastest, cheapest, and easiest option. With a little pre-planning, reuse and recycling surplus school furniture can save your community money, provide much needed school furnishings for students across the world, and keep hundreds of thousands of tons of reusable material out of the waste stream.

### □ STEP 1: IDENTIFY PRIMARY POINT PERSON

#### IDEAL TIMELINE:


**1 YEAR BEFORE  
DECONSTRUCTION  
DATE**

Determining who is responsible right up front for the coordination and removal of surplus furniture and fixtures during a school renovation or demolition project helps ensure there is no scrambling to get rid of furniture a week before demolition. This could be a district facility manager, superintendent, procurement official, or fall under the responsibilities of the Owner's Representative or Owner Project Manager (OPM).

 **PRO TIP:** Including language about how surplus furniture will be managed and by whom in your initial Request for Proposal (RFP) for the school renovation or deconstruction project helps ensure that unwanted furniture is properly recycled and/or reused. [See example template language](#) to include in an RFP.

### □ STEP 2: INVENTORY SCHOOL FURNITURE & FIXTURES

Conducting a baseline inventory of all school furniture ([download inventory template here](#)) is an important starting point. The furniture should be inventoried by room and conducted by the same team of people to ensure consistency. Some decommissioning service providers on [state contract](#) can also conduct the inventory as part of their services.

 **PRO TIP:** Consider completing the inventory while students and teachers are off for summer vacation or winter/holiday breaks the year prior to the scheduled renovation or demolition.

#### IDEAL TIMELINE:


**8 TO 12 MONTHS  
BEFORE  
DECONSTRUCTION  
DATE**

### □ STEP 3: COORDINATE WHAT FURNITURE TO KEEP OR REDISTRIBUTE

#### TIMELINE:

**6-7 MONTHS  
BEFORE  
DECONSTRUCTION  
DATE**

With the inventory in hand, it's time to sit down with all stakeholders to determine what furniture, fixtures, and equipment to keep, what to redistribute to other schools, and what the district no longer needs. Key stakeholders include: facility managers, school superintendent, procurement department, marketing/communication department, sustainability coordinator or Green Team members and the Owner Project Manager (OPM) for the new school construction project. This discussion should be held in conjunction with discussions around furniture purchases for the new/renovated school.


 **PRO TIP:** With your baseline inventory, it can be helpful to get a quote from a vendor for the removal of all furniture, fixtures, and equipment. Cost adjustments can be made over time as the district makes decisions regarding what furniture will be kept or redistributed locally. [See list of vendors on state contract.](#)

#### □ **STEP 4: FINALIZE VENDOR CONTRACTS AND MOVING TIMELINE**

It is important to lock in a contract with a vendor who will coordinate the removal, reuse, and recycling of surplus furniture and fixtures well ahead of the move-out time ([see list of vendors on state contract](#)). Based on the inventory, the vendor and district team can determine a realistic removal schedule for the surplus furniture, fixtures and equipment. Factors that should be considered include: Student move-out, teacher move-out, internal relocations, summer school, new furniture installation, abatement and/or demolition timelines.

TIMELINE:

**3-5 MONTHS  
BEFORE  
DECONSTRUCTION  
DATE**

 **PRO TIP:** Don't forget about the computers, laptops, printers and monitors! If your school district is planning to replace any computers and/or other electronic equipment during the move, there are several vendors on state contract who can responsibly reuse or recycle these items. [See FAC 110 for more information.](#)

#### □ **STEP 5: IMPLEMENT MOVE & CELEBRATE**

With all the moving logistics coordinated ahead of time, take time to sit back and appreciate that you have helped save your school district money and kept valuable reusable materials out of the waste stream.